



City of Yreka
Planning Department
701 4th Street
Yreka, CA 96097
(530) 841-2386

PROJECT PLAN SET REQUIREMENTS

The following provides instruction and plan requirements for preparing the various plan sets and reports associated with the submittal of Planning Department applications. Please refer to the specific application checklist and application to determine the plan sets that must accompany the application submittal. Proposed improvements shall be consistent with adopted City standards. Email any questions to the Planning Department at planning@ci.yreka.ca.us, or call (530) 841-2386. You may also visit our website at <https://ci.yreka.ca.us/164/Planning> for additional information and forms.

THE INFORMATION REQUIRED FOR EACH PLAN SET IS AS FOLLOWS:

Annexation Boundary Map Set is required for all Annexation Applications and shall include:

- Project name, north arrow, and scale
- Boundaries of each parcel proposed to be pre-zoned
- Size of parcels in acres
- Existing County Zoning and County General Plan Land Use Designation
- Property Owner(s) of each parcel

Grading, Drainage, and Utility Plan Set(s) are required for all project that include a new building or the expansion of a building footprint and shall include:

- Project name, north arrow and scale (scale to match site plan)
- Grades at high and low points of the site and directional arrows or elevations showing existing and proposed drainage patterns
- A minimum of one cross section at each property line showing the final proposed grading conditions
- Grading sheet must match designs submitted under any required Preliminary Stormwater Low Impact Development (SWLID) submittal. Show the location of all required post-construction Best Management Practices (BMPs).
- All cut/fill slopes
- Grades and slopes for all accessible paths of travel
- Location, elevations, and material type of proposed retaining walls
- A water, electrical line, sewer, and storm drain plan indicating the point of connection to the City's system and a preliminary design of the pipe locations and sizes
- Method of drainage
- Chart showing total amount of additional impervious surface, as well as pre and post development runoff calculations.
- A written statement from the design engineer verifying that the public downstream drainage facilities have been analyzed and that the project is not anticipated to generate any additional off-site drainage impacts and corrective measures.
- The location size, and depth of any proposed storm water detention or retention facilities
- Any natural features including wetlands, streams, slopes, etc.
- All existing trees with elevations, canopy size, and tree species
- 100-year and 500-year floodplain boundaries

Landscape Plan Sheet(s) is required for all Site Plan applications and all projects that include a new building or whenever landscape changes are proposed and shall include:

- Project name, north arrow, and scale (scale to match site plan)
- Location of all existing trees. Any tree removal proposal must include the following data for each tree: Tree species, tree height, diameter at chest height. All trees, including preserved trees, trees proposed for removal must be shown.
- Location of all proposed trees and a Tree Legend indicating: botanical name & common name; quantity; size; and water usage
- Location and square footage of proposed turf grass areas
- A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage; height & width for mature shrubs. Replace height and width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.
- Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
- Detail of pedestrian plazas/site furniture and enhanced paving if not shown on site plan
- The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping
- Demonstrate that the plan will be in compliance with the City's Water Efficient Landscape Ordinance
- An irrigation concept and statement of compliance with the City's Water Efficient Landscape Ordinance

Existing and Proposed Elevation Sheet(s) are required for all projects which modify the exterior of an existing building, or construct a new building or structure, and shall include:

- Project name and scale (no smaller than 1/8" = 1')
- Existing building elevations (drawings or photographs) - each elevation must be represented (indicate direction)
- Proposed building elevations - each elevation must be represented (indicate direction) and indicate exterior grades, roof, and story heights from finished grades. All building materials and colors - indicated and labeled
- All building details, including wall-mounted lighting, access ladders, windows, etc.
- Colored elevations depicting proposed colors and materials

Material/Color Detail Sheet is required for all projects that include a new building or modify the exterior of an existing building and shall include:

- Project name
- Details of proposed colors, finishes, and materials
- Details must be keyed to elevations

Exterior Lighting Plan Sheet(s) are required for all projects that include a new building or alter building or site lighting (including the improvement of a parking lot) and shall include:

- Fixture types and location on the project site
- Adjacent tree cover must be indicated for freestanding or pole lighting on the project site
- Photometric analysis to demonstrate each light fixture shall be directed downward and away from adjoining properties and public rights-of-way, so that no on-site light fixture directly illuminates an area off the site

Floor Plan Sheet(s) are required for all projects that include a new building or the expansion of a building footprint and shall include:

- Project name and scale (no smaller than 1/8" = 1')

Floor Plan Sheet(s) Continued

- Show view from above of rooms, hallways, and other physical features at one level of a structure
- Clearly show any windows, doors, or other architectural features that may be shown on elevations including chimneys
- For commercial uses, each room's intended use should be labeled, with square footage included for all rooms and areas

Plan Details Sheet is required for all projects that include the installation of equipment, trash enclosure, or fencing shall include:

- Project name
- Details of trash enclosures, utility structure screening, fences/walls, and screening of mechanical equipment

Proposed Modified Map is required for all Modification to Final Subdivision Map applications, and must be clear, clear, high contrast with high quality black lines. Each of the items shown on the Subdivision Map Requirements must be included.

Site and Building Section Sheet is required for all projects that include a new building or the expansion of a building footprint and shall include:

- All significant measurements must be dimensioned
- At least two section (longitudinal and lateral) are required for all expansions or if excavation is involved (i.e. ground floor development)
- For longitudinal sections, show the relation between the street, front property line, subject building, rear yard, and rear property line
- For lateral sections, show the relation between the subject building and the outline of each adjacent building

Site Cross-Sections Sheet is required for development or improvements on a site containing a 10% or greater slope and shall include:

- Project name and scale
- Front to back sections on sites with a 10% or greater slope
- All retaining walls, berms, or similar features

Sign Elevation Sheet(s) are required for all Sign Permits, Sign Program, and Sign Variance Applications and shall include:

- Project name and scale
- Elevations for each proposed sign which include materials, relief, and illumination details
- Colors for all areas of the signs
- Sign area calculations consist with the City's Sign Ordinance for both proposed and existing signs

Sign Site Plan Sheet(s) are required for all Sign Permits, Sign Program, and Sign Variance Applications and shall include:

- Project name
- A scale and dimensions
- Existing and proposed signs
- All setbacks, easements, and proposed and existing development; development includes primary structures, in addition to any site improvements including hardscapes, retaining walls, etc.
- Adjacent structures, access, and driveways
- If a freestanding sign is proposed on a corner lot, comply with the setbacks outlined in the Sign Ordinance

Site Plan Sheet(s) are required for all applications which propose new structures or uses and shall include:

- Project name, north arrow, and scale (engineer's scale - no smaller than 1" = 40')
- Property lines, building setback lines, and all easements of record
- Proposed buildings and structures including fences
- Top of bank of any creek on the site location and distance shown between the top of bank and any improvements
- Existing buildings and other structures on-site and on adjacent properties
- Existing and proposed driveways and parking spaces
- Tabulation of site coverage and parking, both required and provided
- All planted areas and areas to be planted (include location of existing trees)
- Accessibility requirements (as required by the Uniform Building Code and American Disabilities Act)
- Entrances, exists, and walkways
- Exterior lighting including type location, height, and method of shielding light
- 100-year and 500-year floodplain boundaries
- A vicinity map indicating the location of the project in relation to the city as a whole
- Adjacent Street name(s), dimensions to street centerline, street widths, curb location, planter widths, sidewalk widths, dimensions from street Centerline to property line

Please note that the site plan shall incorporate any right-of-way and easement dedications and public improvements. In order to determine the specific public improvement and dedication requirements that will be place on the project, a pre-application meeting is required to determine the level

Slope Analysis and Topographic Map is required for all development or improvements on a site containing a 10% or greater slope and shall include:

- Project name and scale
- A topographic map of the entire parcel with a contour interval of two feet
- The proposed building site, and all areas of the site with slopes of less than 10%, all areas of the site with slopes between 10% and 25%, and all areas of the site that are more than 25%
- The three slope ranges should be color coded, or easily differentiated from one another

Streetscape Rendering Sheet is required for all development or improvements that exceed 10,000 square feet and shall include:

- A rendering of the proposed development, including abutting development, as viewed from the street
- Depict existing and proposed landscaping
- Existing or proposed public improvements (sidewalks, planter strips, street trees, and above-ground utilities)

Tentative Parcel Map or Tentative Map is required for all Tentative Map and Tentative Parcel Map applications, and must be clean, clear, high-contrast with high quality black lines. Each of the items shown on this Map Requirements must be included.

Zoning and Existing Land Use Map Sheet is required for all Zoning Map Amendments and Pre-Zoning Applications, and shall include:

- Project name
- Subject parcel and surrounding parcels 300 feet from the site
- Current zoning and existing land uses should b e clearly display for all properties